

RISBY PARISH COUNCIL**Minutes of the meeting of the Parish Council held on Thursday 7th November 2019**

Councillors present: Derrick Abrey (Chairman), Simon Gray, Chris Sutton, Steve Smith, Julian Read and Jill Gray

Also present: Joanne Kirk (Clerk), County Councillor Rebecca Hopfensperger and 11 members of the public

The following issues were raised during the Open Forum

- The SHELAA (item 9a below)
 - Possible village wildlife project. Sophie Flux presented her proposals.
- 1. Acceptance of apologies for absence**
Apologies were received from Ian Turner (Vice-Chairman). Susan Glossop also sent her apologies.
 - 2. Declaration of Interest in items on the agenda and dispensation requests**
No councillors declared an interest in any items on the agenda and no dispensations were requested.
 - 3. Approval of minutes of the meeting held on Thursday 5th September 2019**
It was resolved that the minutes were correct. The chairman then signed them.
 - 4. Update on list of actions agreed at the last meeting**
There was one outstanding councillor action.
 - 5. Village wildlife project**
It was resolved that a working group would be set up to produce an action plan for the project and decide which area to focus on initially. The clerk and Simon Gray agreed to join as representatives of the parish council.
 - 6. District Councillor's Report**
Susan Glossop sent a written report:
 - WSC will be changing bin collection days for some households. Residents will be sent a letter notifying them of the new schedule.
 - 7. County Councillor's Report**
Beccy Hopfensperger spoke about the following:
 - Cabinet has approved a Civil Parking Enforcement Order which will go before parliament on 31st January 2020. Civil Enforcement will cover parking on double yellow lines, parking in disabled bays etc. The Police will still be responsible for illegal parking, for example parking on pavements, and obstruction of an entrance. West Suffolk Council will be responsible for civil enforcement and will be employing 18 Enforcement Officers.
 - 8. Police issue**
There were no police issues to report.
 - 9. Finance**
 - a) Approval of any payments and signing of Schedule of Payments**
It was resolved that the following payments would be approved:
 - McGregor Services - Grass cutting - Open Spaces Act 1906, ss.9 and 10 – **£174.00**
 - J P Kirk - expenses - LGA 1972, s111 – **£9.17**
 - Mrs C Boreham - Bus shelter cleaning - Local Government (Miscellaneous Provisions) Act 1970, s1- **£240.00**
 - Ben Bonnett Fencing - Installation of bollards on the Green - Open Spaces Act 1906, ss.9 and 10 - **£180.00**

Chris Sutton and Steve Smith signed the Schedule of Payments. The Chairman then countersigned it.
 - b) Approval of payments authorised between meetings**
One payment was authorised between meetings:
 - Suffolk Pest Control company – wasps' nest at the entrance to the allotments - Open Spaces Act 1906, ss.9 and 10 - **£48.00**
 - c) Statement of receipts and payments including online payments made since the last meeting**

Receipts		Details		Amount
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12/08/19		Dalham PC		£15.00
12/08/19		Ousden PC		£15.00
12/08/19		Stansfield PC		£10.00
12/08/19		Stradishall PC		£15.00
12/08/19		Lidgate PC		£15.00
06/09/19		Transfer from reserve account		£1,000.00
10/09/19		Dalham PC		£15.00
10/09/19		Ousden PC		£15.00
10/09/19		Stansfield PC		£10.00
10/09/19		Stradishall PC		£15.00
10/09/19		Lidgate PC		£15.00
10/09/19		Stradishall PC - phone costs		£21.61
10/09/19		Stradishall PC - 1/6 of cost of print cartridge		£6.24
11/09/19		Ousden PC - 1/6 of print cartridge		£6.24
11/09/19		Ousden PC - phone costs		£21.61
13/09/19		Lidgate PC - 1/6 of print cartridge		£6.24
13/09/19		Lidgate PC - phone costs		£21.61
16/09/19		Fidelity - pension payment returned		£85.00
30/09/19		Stansfield PC - 1/6 of print cartridge		£6.24
30/09/19		Stansfield PC - phone costs		£23.44
Payments	Minute reference	Details	Method	Amount
06/09/19	226/8a	J P Kirk - expenses	Online	£6.33
06/09/19	226/8a	McGregor Services - grass cutting	Online	£174.00
10/09/19	213/7e	Suffolk Cloud - website hosting fee	Online	£100.00
20/09/19	196/7e	Vodafone	D/D	£20.68
16/09/19	224/12d	CHT - defibrillator pads	Online	£50.40
30/09/19	210/8f	Staff costs	Online	
30/09/19	226/8a	D Abrey - locks for bollard sockets	Online	£37.80
02/10/19	219/12a	McGregor Services - grass cutting	Online	£192.00
02/10/19	222/8b	The Suffolk Pest Control Company Ltd - wasps on allotments	Online	£48.00
07/10/19	226/8a	HMRC - PAYE	Online	£15.00
30/10/19	210/8f	Staff costs	Online	

d) Bank balances as of 31st October 2019 and confirmation of bank reconciliation

Current account: £341.53 **Reserve account:** £19,917.17

Chris Sutton verified and signed the bank statements.

e) Signatory to complete the checklist of Internal Controls

Chris Sutton completed and signed the checklist of internal controls.

f) Possible subscription to Scribe for new accounting software

It was resolved that the Council would subscribe to Scribe's accounting software for parish councils for one year initially. It will be a single user licence shared between the clerk's six parish councils. The cost will be £56.16 including VAT (LGA 1972, s111).

g) Budget 2020/21 and budget report

It was resolved that the draft budget would be approved and that the precept request would be £10,458. This is an increase of 2.2% which equates to £0.76 per annum per band D household. The parish council element for a band D household will be £35.38 per annum an increase from £34.62. The clerk and Chairman signed the Parish Estimates form.

9. Planning

a) West Suffolk Council's Strategic Housing and Economic Land Availability Assessment (SHELAA)

There are three deferred sites in Risby:

- Land at Hall Lane – deferred because the site is within a Special Area of Conservation (SCA) or Special Planning Area (SPA) location or associated buffer zone.

- Land south of School Road Risby - deferred because site is within and SAC or SPA location or associated buffer zone.
- Rear of Lindum Lodge – deferred because site is within and SAC or SPA location or associated buffer zone and it falls below the minimum threshold of 0.5 hectares.

These sites will not be included in the revised West Suffolk Local Plan however it is possible that later in the local plan preparation, the SHELAA may be revisited to overcome constraints of a deferred site in a particular location, or even to seek out new sites, if this would help to meet the goals of the Local Plan.

It was resolved that no comments would be submitted to West Suffolk Council at this stage.

b) West Suffolk Local Plan: 2019 sustainable settlements review

WSC has asked all parishes to comment on the factual accuracy of its matrix which records the sustainability criteria for settlements in their parish. The matrix lists Risby as having a primary school, an early year's facility, a pub and a play area, all of which are correct, therefore it was resolved that no response would be submitted.

c) DC/19/2169/TCA - The Gate House, School Road, Risby - (i) 1no. Yew (T1 on plan) - fell (ii) 1no. Beech (T2 on plan) - fell (iii) 1no. Yew (T3 on plan) – fell

The Parish Council's policy with tree applications is to accept the recommendations of West Suffolk Council's Tree officer. One resident made the Parish Council aware that the tree listed as a beech tree in the application is actually a tree of Judea (commonly known as a Judus tree). The clerk agreed to let the Case Officer know about this inaccuracy.

10. Highways/rights of way matters/tree or transport issues:

a) Next tree survey

It was resolved that the clerk would arrange a tree survey in January 2020.

b) Replacement battery and locks for VAS

It was resolved that the clerk would be authorised to make a payment of up to £200 for two new padlocks to secure the VAS and a replacement battery as and when required (estimated cost £150).

The clerk was also asked to request that the Parish Council be sent the VAS data periodically as it would be helpful to know the speeding patterns of drivers and possibly include the information in the newsletter.

c) Parking on pavements in South St

It was resolved that Simon Gray would put notices on cars parked on the pavements asking the owners not to block the pavement.

11. Village issues

a) War memorial

It was resolved that the clerk would contact Mildenhall Monumentals about work required on the war memorial. Chris Sutton agreed to email details of the work required first.

b) Water charges for the allotments and possibility of charging a £50 deposit for new tenants

It was resolved that:

- Chris Sutton would investigate the cost of installing a push tap as the current tap has been left running on a few occasions over the summer.
- No deposit would be charged for new tenants
- The cost of renting an allotment would be reviewed in January
- Steve Smith and Chris Sutton would take a look at the allotments and decide what work needs to be done to tidy the area at the back of the allotments.

12. Correspondence

a) Local Government Boundary Commission for England review of Suffolk County Council boundaries.

The Local Government Boundary Commission for England is reviewing Suffolk County Council boundaries to bring the divisions into line as the population size can vary from just over 5,000 to nearly 9,000. West Suffolk will probably lose one county division and there will be 70 county councillors in Suffolk instead of 75. It was resolved that no response would be submitted until the new county division boundaries have been drawn up.

b) Email from Suffolk Police about partner funded PCSOs

It was resolved that the Parish Council would not pursue this option as the cost would be too high.

There being no further business the meeting closed at 9.06 pm.

Signed (Chairman) Dated